



Coxhoe Parish Council Monthly Meeting Minutes

Date & Time: Monday 5 February 2020 at 6.30pm

Venue: Coxhoe Village Hall

Councillors present: S Dunn (Chair); A Hedley; W Lavelle; K Pounder; K Simpson (Vice Chair); C Thirlaway.

Also present: County Councillor J Blakey; C Llewelyn, Parish Clerk.

No members of the public were present.

667 To note apologies

Apologies for absence were received from Councillors N Brown, K Lowes and D Brown. **Resolved** the apologies were noted.

668 Declarations of interest on items on the agenda

Councillor Dunn declared an interest in item 18a (planning application DM/20/00089/FPA) and in item 8a as a member of the County Council's Highways Committee). Councillor Pounder declared an interest in Quarrington Hill Community Centre.

669 To confirm the minutes of the meeting held on 6 January 2020

A draft copy of the minutes for the above meetings had been issued with the agenda. **Resolved** that the minutes of the meeting held on 6 January be approved, confirmed and signed as an accurate record.

670 Public participation

No members of the public were present.

671 Durham County Councillors' update

Councillor Blakey spoke about the following:

- Tursdale Road
- Issues with wagons speeding and dropping rubble
- Quarrington Hill Churchyard
- Quarrington Hill road markings

Councillor Dunn spoke about the following:

- Turning into the Bogma Hall development
- Monitoring of A1M noise levels
- County Council response to climate emergency.
- Councillors discussed the state of the A177 and the County Council's recycling policy.

Resolved the information is noted.

672 Councillors' reports of their attendance at meetings/events on behalf of the Parish Council

The Chair and Vice Chair had met with the Clerk and Coxhoe Village Hall representatives.

The Chair had met with the County Council Head of Assets who is assisting with advice. Councillor Dunn had attended a meeting at King's Wood with the Clerk, Councillor N Brown and representatives of Durham Woodland Revival which will be reported to the Events, Environment and Finance Committee.

Councillor Dunn had been to a meeting of the Quarry Liaison Group and said that they are seeking to re-open a closed path beside Crowtrees.

Councillor Dunn had visited the Paving Factory to discuss Foundry Row.

Councillor Dunn had a meeting with Coxhoe United to update them about the sports field.

673 Land, Buildings and Open spaces

The Clerk had circulated reports with the agenda.

a) Quarrington Hill Churchyard

The Clerk had provided Councillors with a letter from the National Association of Local Councils which gave advice about funding Churchyard maintenance. Councillor Dunn said some tests are ongoing by Tarmac and that the Parochial Church Council has said they will wait for those results before any survey may be commissioned. Residents have said they have not received any further information and an interim report has been requested.

The following were **Resolved**:

(A) the report and the NALC letter of advice are noted.

(B) the Council funding already approved would be taken from Section 137 funding.

(C) the Clerk is delegated to carry out the Council's decisions.

b) Cricket Ground

The Clerk had circulated a report and explained the contents of the report and the funding position to date. An updated budget position was circulated and explained. The Clerk has re-submitted a funding application to the Football Foundation after speaking to them. The field would not be ready for play until at least later this year.

The following were **Resolved**:

(D) the report is noted.

(E) the Council confirms its commitment to the development of a multi-sports facility including a cricket square.

(F) the Clerk is authorised in conjunction with the Chair and Vice Chair if necessary to authorise approval of the contractor (1 in report) to carry out the work to the field, replacement of the cricket square and marking out of two football pitches at the cost of £11,025 upon receipt of funding confirmation.

(G) the Clerk is authorised in conjunction with the Chair and Vice Chair if necessary to authorise approval to commit to and make further expenditure on costs for the pavilion refurbishment to the amount in the budget with Ray Lawson and East Durham College, with the understanding that there may be some changes or contingencies required.

(H) the Clerk to investigate the potential for CCTV with Active Life.

(I) the Chair to investigate improvements to the football field in Coxhoe park.

(J) the Clerk is delegated (with Chair and Vice Chair as necessary) to carry out activity.

c) Land adjacent Quarrington Hill Community Centre

Councillor Dunn has been speaking with the County Council's Head of Assets who is trying to prioritise this. **Resolved (K)** the information is noted.

d) Old School site

A report had been circulated. A meeting had been held with the developer and Believe and all organisations involved need to agree their positions in coming months. The Clerk outlined the report and recommended the Council did not take indicative advice but sought specialist advice in order to reduce risks. Councillor Dunn has spoken to the Head of Assets at the County Council who is

seeking both financial and legal advice. Methods of working together would need to be discussed and agreed. The following were **Resolved**:

(L) the report is noted.

(M) the Council will seek full financial and legal advice and quotes for this will be brought to Council.

e) Basic Cottages

The Clerk declared an interest. A meeting is to be held with residents. It was **Resolved (N)** to note the information.

674 Parking and Traffic

Quarrington Hill No Waiting Proposal

Councillor Dunn had declared an interest and did not take part in discussion or decision making.

The Clerk had sent papers with the agenda.

It was **Resolved (A)** the Council supports the no waiting proposals.

Coxhoe

Councillors felt the parking restrictions on the front street are making a difference and that there had been positive feedback from businesses, though there have been complaints from residents on Cornforth Lane. Councillor Dunn had spoken to the County Council Highways Officers about Cornforth Lane and school traffic. Councillors discussed issues on Cornforth Lane and at the area near the Limes. Councillor Dunn said he is in discussion about crossings. It was **Resolved (B)** the information is noted.

675 Financial Matters

Finance Report, Bank Reconciliation and Payment Schedule

The Clerk had circulated the Finance Report with the agenda. The bank reconciliations and cashbook to 27 January 2020 were circulated at the meeting.

Resolved (A) the bank balances and reconciliations to 27 January are noted.

Resolved (B) the employee hours and employer costs are noted.

The payments below were submitted for approval.

a) February Payments Due:

| No | Payee | Description | Amount |
|----|-----------------------------------|---|-----------|
| 1 | Staff | Salaries | £2,858.05 |
| 2 | NEST | Employer & Employees' Pension Contributions | £153.51 |
| 3 | HMRC | Employer Liabilities | £770.11 |
| 4 | NEREO | Job Advertisement | £180.00 |
| 5 | BT | Landline & internet | £50.64 |
| 6 | Mastercopy | Remote Billing | £220.06 |
| 7 | SE Landscaping | Grounds Maintenance Contract | £884.90 |
| 8 | Coxhoe Village Hall | Playgroup hall hire Sept-Oct | £150.00 |
| 9 | Coxhoe Village Hall | Playgroup hall and kitchen hire Nov-Jan | £225.00 |
| 10 | ITC | Sophos Internet Security | £6.00 |
| 11 | Information Commissioner's Office | Annual fee | £55.00 |

Please note prices are gross, where VAT applies.

It was **Resolved (C)** the payments are approved.

b) Payments already made and brought to Council for noting:

| No | Payee | Description | Amount |
|----|------------------------|---|---------|
| 1 | Coxhoe Village Hall | Youth Club Christmas Party hall hire and kitchen | £60.00 |
| 2 | Viking | Copier Paper, 2 x laptop stands, wireless keyboard & mouse, wrist support | £185.00 |
| 3 | Vodafone | 3 x Mobile Phones | £73.26 |
| 4 | Blessed Edmund Duke | Electricity for Christmas Tree Lights | £17.95 |
| 5 | Amazon | Shelving for Secretary's Cupboard storage | £41.98 |
| 6 | Wave Water | Quarrington Hill Allotments Water Supply | £11.55 |
| 7 | Platinum Physiotherapy | First Aid Course | £70.00 |
| 8 | Post Office | Postage | £10.56 |

Please note prices are gross, where VAT applies

It was **Resolved (D)** the payments made are noted.

The Clerk advised that she has received back a small amount of money overpaid to Coxhoe Village Hall in respect of the grant towards their administration hours. It was **Resolved (E)** the information is noted.

The Clerk said she has received into the bank a vat claim for £3,499.57. It was **Resolved (F)** the information is noted.

Budget

The Clerk had prepared the budget to 27 January and updated the projected amounts, and circulated a report which gave details of the changes to the projections. It was **Resolved (G)** to note the budget and the updated projections.

Human Resources Service Level Agreement (SLA)

The Clerk had received a request to update the SLA costs from April 2020 with the County Council and had checked costs with a private provider. It was **Resolved (H)** the Clerk to sign the new SLA at the quoted cost.

676 Review of Internal Audit and Appointment of Internal Auditor

The Clerk had circulated a report with the agenda. The following were **Resolved:**

(A) the report is noted.

(B) the Council considered and approve the review of internal audit presented, which has been agreed with the last Internal Auditor.

(C) the Council appoints Gordon Fletcher as its Internal Auditor for the accounts for the financial year 2019 to 20 at the quoted cost.

677 Proposed date for Annual Assembly of Electors and Annual Meeting, full Council and Committee meetings in 2020 to 21

The Clerk had circulated a report with the agenda. It was **Resolved** the proposed dates are approved.

678 Committees' receipt of minutes and membership

Draft Human Resources Committee minutes 15 January 2020

The draft minutes had been circulated. It was **Resolved (A)** to note the draft minutes of the Human Resources Committee minutes from 15 January 2020.

Committee Membership

It was **Resolved (B)** that Councillor Hedley and Councillor Lowes (subject to her agreement) will join the Youth Strategy Group.

679 Allocation of funds between villages

The Clerk had circulated a report with the agenda. There are some differences in expenditure between villages but it merits further consideration. It was **Resolved (A)** that Councillor Pounder and the Clerk will consider further the allocation of funds and to be discussed at Events, Environment and Finance Committee.

At 8.30pm the Chair requested members' agreement, as per Standing Order 3(v), to extend the meeting beyond the standard 2-hour period. **Resolved (B)** that Standing Order 3(v) be invoked and the meeting continue.

680 Vacancies

Quarrington Hill Ward Vacancies

The Clerk advised that no one has made an approach about the two vacancies for Quarrington Hill ward and that they are still being advertised. **Resolved** the information is noted.

Councillor Lavelle left the meeting at this point.

681 Clerk's Report

The Clerk had circulated the Clerk's Report with the agenda.

VXId) Website Accessibility

The Web Admin Volunteer continues to do a great deal of work towards making the website accessible and had provided a report. The following were **Resolved**:

(A) to note the update.

(B) the Clerk to thank the Web Admin Volunteer for his hard work on behalf of the Council.

XIIIb) Parish Plan 3

The next two meetings are to be held on Thursday 26 March, 6.30 to 8.00 at Coxhoe Village Hall and Quarrington Hill Community Centre on Saturday 4 April from 10.30 to 12.00. It was **Resolved (C)** the information is noted.

Resolved (D) the Clerk's Report is noted.

682 Seats in Coxhoe Park

Three benches in Coxhoe Park as well as a picnic bench and bins had been set alight. The Police have said an arrest has taken place. The following were **Resolved**:

(A) the Clerk to ask the Police for PACT information to publicise.

(B) the Clerk is delegated to make payment up to £1,000 towards new benches in the park from the Coxhoe open spaces budget, as part of a grant towards new benches.

683 Youth Provision

Youth Worker Report

No report was available. It was **Resolved (A)** the Clerk to seek written reports for each meeting.

Playgroup

The Clerk had sent a report with the agenda. The following were **Resolved**:

(B) the report is noted.

(C) the Clerk to send a letter to C Varty to thank her on the Council's behalf.

684 Planning & correspondence report

Planning Requests

| Application Number | Applicant | Location | Proposal | Electoral Ward and Parish | Case Officer & Expected Decision Level |
|--------------------|------------|--|--------------------------------------|---------------------------|--|
| DM/20/00089/FPA | Mr A Plews | 100 Browning Hill Coxhoe Durham DH6 4SA | 2 storey pitched roof side extension | Coxhoe Coxhoe | John Russell Delegated |

Councillors Dunn and Hedley declared an interest in the above application. Councillor Simpson took the Chair. The meeting was no longer quorate meaning no decision could be made.

Resolved (A) the Council notes planning application DM/20/00089/FPA

Approved Decisions

Resolved (B) the approved decisions were noted.

Withdrawn Applications

None.

Refused Applications

None.

Correspondence Received

| | Received From | Summary |
|---|-----------------------|---|
| 1 | Durham County Council | Notification of consultation on 20mph zones at Burdon Way, Kennet Grove, Blackiston Close, Coxhoe |
| 2 | Coxhoe Village Hall | Winter Wellbeing event information |

Members **Resolved (C)** the correspondence is received and noted.

Bulletins received

| | Received From | Summary |
|----|--|---|
| 1 | NALC | Chief Executive's Bulletin |
| 2 | East Durham AAP | Holocaust Memorial Day Activity |
| 3 | North Durham CCG | Consultation on Special Educational Needs Local Offer |
| 4 | Campaign for the Protection of Rural England | Winter Newsletter |
| 5 | NALC | Chief Executive's Bulletin |
| 6 | NHS Clinical Commissioning Group | Consultations on Stroke Rehabilitation Services and Inpatient Rehabilitation (Ward 6) at Bishop Auckland Hospital |
| 7 | NALC | New Year message re building stronger communities |
| 8 | Durham County Council | Campaign to raise Scam Awareness |
| 9 | NALC | Chief Executive's Bulletin |
| 10 | NHS Clinical Commissioning Group | Consultation on Stroke Rehabilitation Services and Ward 6 |

Members **Resolved (D)** the bulletins are received and noted.

685 Parish Council Policies

Safeguarding Children and Vulnerable Adults Policy

The Clerk had sent a draft policy with the agenda, based on policies from other Parish Councils and NSPCC guidelines which had also been sent to Youth Workers for review. It was **Resolved** the Safeguarding Children and Vulnerable Adults Policy is approved.

686 Request for financial assistance

Coxhoe Village Hall

A report had been sent with the agenda. It was **Resolved** not to provide the requested financial assistance.

687 Community reports

Quarrington Hill Community Centre

A report had been circulated with the agenda.

Coxhoe Village Hall

No report.

Active Life in Coxhoe

Councillor Dunn said the centre is looking at a new porch, coffee machine and play equipment.

Coxhoe History Group

No report.

It was **Resolved** the information and report were noted.

Exclusions of the Press and Public

At this point of the agenda all members of the press and the public were asked to leave the meeting room due to an item classified as being of a confidential nature in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. Everyone except the Councillors and the Clerk left the room.

688 Council policy and responses to Subject Access Requests

A draft Subject Access Request Policy and a brief report had been circulated with the agenda. The following were **Resolved**:

(A) the report is noted.

(B) the draft Subject Access Request Policy is approved.

689 Review of office accommodation

A report had been circulated with the agenda. The Clerk, Chair and Vice Chair had met with representatives of the Village Hall. It was **Resolved** to note the report.

690 Recruitment update

The Clerk said a high number of applications have been received. It was **Resolved** to note the information.

691 Date and time of next meeting

Resolved the next meeting will be held on Wednesday 4 March 2020 at 6.30pm at **Coxhoe Village Hall**.

The meeting closed at 9.00pm.

Certified as a True Record:

Chair (Sign)

Date